

Salt Lake City

Filming Permit Application

Instructions & Processing Requirements

- Please fill out the Filming Permit Application and attach any additional information needed to clarify your event.
- Your application should be submitted to the Special Events Department, no later than **(3) business days prior to your filming activity**, in order for the City to have sufficient time for processing. Please submit your application and Insurance Certificate to:
Special Events, Parks Department
1965 West 500 South
Salt Lake City, UT 84104
Fax# 801-972-7842
- A processing fee of \$100.00 is due and payable at the time you submit your application. **Please make your check payable to Salt Lake City Corporation.** Your permit will not be processed without receipt of this payment.
- You must obtain a **commercial general liability insurance policy naming Salt Lake City Corporation as "additionally insured"**, and also as the **"certificate holder" during the event with a face value of a minimum coverage of \$1,000,000.00 per occurrence, and \$2,000,000.00 general aggregate (see attached Insurance Instructions for more details).** Although, you may receive your permit outlining your conditions, the permit itself is invalid if a current insurance certificate is not received, and approved prior to the date of the filming.
- **Your Filming Permit Application** will be assigned a permit number and circulated within SLC departments, and/or outside agencies for review.
- You must have **your signed permit on site** during filming and obey the **Filming Permit Conditions** provided by Salt Lake City.



2006M-

Salt Lake City Filming Permit

Special Events, Parks Department
1965 West 500 South
Salt Lake City, UT 84104 phone: 972-7845 fax: 972-7842

Date
Received

Production Company _____

Permanent Address _____

Phone _____

Fax _____

Contact Person(s) _____

Title _____

Phone number _____

Cell / pager _____

Production Title: _____

Production Type: _____ (commercial, TV program, video, feature film,
student project, still photography, etc...)

Date(s) of filming: _____

Times: _____ Wrap time: _____

Location: _____

(check one) Residential _____ Business _____ Salt Lake City Cemetery (**before applying contact Mark Smith @ 596-5020 for a copy of Cemetery Use Policies**) _____ Other (specify) _____

Vehicles (specify number and type): _____

Personnel Numbers

Crew _____

Extras _____

Cast _____

Special Effects

_____ smoke/fire/other pry

_____ falling/jumping from heights

_____ simulated weapons

_____ vehicles (describe) _____

_____ animals (describe) _____

_____ other (describe) _____

Check items that apply

_____ interior dialogue _____ camera on street _____ running shots _____ drive shots of car

_____ exterior dialogue _____ camera on sidewalk _____ tow shot _____ lane closure

Security: Private security hired through: _____ Contact _____

Off-duty police officers hired through: _____ Contact _____

Canvassing & Permission Signatures:

Date(s) canvassed _____

Location(s) _____

If you want barricades, road closures, and meters bagged: you must contact the Salt Lake City Transportation Department for approval: 349 South 200 East, Suite 450, 535-6630.

2006M-**Summarize scene:** _____

Special needs requested from Salt Lake City:

Meters bagged, address: _____ Barricades needed, address: _____
Road closure, address: _____ ITC, address: _____
Other: _____

Draw a map of scene, show placement of cameras, vehicles, road closure, ITC, meters, barricades, etc.**Special instructions to filming company from Salt Lake City:**

Applicant's Signature: _____

(The above person signing hereby personally covenants, guarantees, and warrants that he/she has the power to obligate the filming company to the terms and conditions of this permit).

Permission Granted:

By: _____
Salt Lake City Representative

Date: _____

SALT LAKE CITY SPECIAL EVENTS PERMIT APPLICATION

INSURANCE INSTRUCTIONS

The applicant for a special event permit must possess or obtain special event commercial general liability insurance. The policy must protect Salt Lake City Corporation, the applicant, and anyone directly or indirectly employed by either of them. The insurance must provide coverage for premises operations, acts of independent contractors, and completed operations during the event time period. The event time period includes the dates of the set up, scheduled event, take down, and clean-up operations. The coverage must be indicated on the certificate of insurance as "Special Event" coverage in the "Description of Operations" or the insurance company must supply the City with the original insurance policy of evidencing the "Special Event" coverage.

Evidence of the required insurance must be provided to Salt Lake City no less than (14) days before the event. The event permit will be cancelled if the City does not receive such evidence by that deadline. It is the applicant's responsibility to see that their insurance company/agent receives the proper insurance instructions and forwards the proper evidence of insurance to the City by the deadline.

INSURANCE REQUIREMENTS:

- 1. Minimum coverage of \$1,000,000 per occurrence with a \$2,000,000 general aggregate**
If governmental immunity limits are subsequently altered by legislation or judicial opinion, the applicant must provide a new certificate of insurance within 30 days after being notified thereof in writing by the City, certifying coverage in compliance with the modified limits or, if no new limits are specified, in an amount acceptable to the City.
- 2. The insurance must be issued by an insurance company licensed to do business in the state of Utah and either:** (a) currently rated A- or better by A.M. Best Company; or (b) listed in the United States Treasury Department's current Listing of Approved Sureties (Department Circular 570), as amended.
- 3. The policy or endorsement must name as an additional insured the applicant, and Salt Lake City Corporation, its officers, employees, and agents, and as required, any other public entity involved in the event. The date and title of the event must be clearly stated.**
- 4. If any work for the event is subcontracted to a separate company, the applicant must require the subcontractor to provide special event commercial general liability insurance, with the City as an additional insured, in the required minimum amounts.**
- 5. The certificate and policy must provide that coverage shall not be canceled or modified without providing 30 days prior written notice (10 days in the case of failure to pay premiums) to the City in a manner approved by the City Attorney.**